

Frequently Asked Questions

1. Do I have to submit separate RFP's for different counties within the same catchment area?

No. Only one RFP is required per BPA within the same catchment area. As noted in Section L, Preparation of Background Statement, you must "state expressly each location at which offeror and any proposed subcontractors intend to provide services..."

You DO need to submit separate RFP's for different services (i.e. substance abuse and mental health) within the same catchment area as these services are under separate BPA's.

2. I do not see RFP for Manualized Cognitive Behavioral Therapy (2022) in Kent County. Why is this?

We are only contracting for this service in select areas at this time. We presently have contracts in place in Kent County and in Marquette. We plan to run these contracts their full cycles before rebidding for services in these areas. With this contracting cycle, we are trying to expand our use of 2022 and are focusing on areas where we have the highest caseloads.

3. If the Estimated Monthly Quantity for Short Term Residential is 43, does this mean 43 billing days per month or an average of 43 residents per day which would then be about 1320 billing days per month. I am assuming the other estimates are in the 30 minute session so if the estimate is 4 you would have a total of two hours for that month.

The EMQ you are referencing for short term residential would be 43 billing days per month, not 43 residents per month. It would be more like an average of 1.5 residents per month based on past statistics. Of course, this is just an estimate.

EMQ's for group and individual treatment are provided by the unit (1 unit equals 30 minutes). So, yes, you are correct that an EMQ of 4 units would mean 2 hours for the month.

4. In order to qualify to conduct clinical polygraphs, does the examiner have to be a graduate of the American Polygraph Association (APA), or can they be

an intern under the supervision of someone who is a graduate of the APA?

According to Section C, Description/Statement of Works, polygraph examiners must be “graduates of the American Polygraph Association (APA) accredited programs. In addition examiners shall have a baccalaureate degree from a four year college or university or five years experience as a private investigator or law enforcement officer. A minimum of 40 hours of post conviction specialized instruction, beyond the basic polygraph examiner training, shall be required of those who practice sex offender polygraph testing. Examiners who have passed a final examination approved by the APA are preferred.”

Additional minimum standards are outlined in the Statement of Works related to Certification, Experience, and Reporting/Availability. All vendors must meet these requirements in order to qualify to provide services.

5. What sections of the RFP do I need to return?

The parts you need to make sure you return to us are Sections A, B, K and L (your Narrative Statement, Qualifications and References). The narrative statement should be a detailed description of how you will provide the services according to the requirements of the RFP. Page L-3 gives more description of what is required for this specific statement.

6. Do I need to submit separate RFP's for Sex Offender, Substance Abuse and Mental Health or can I just put it under one blanket form and submit?

You need to submit completely separate RFP's for each BPA you are bidding on. That means the entire packet of responses for substance abuse, mental health and SOT. For all proposals, an original and ONE (1) copy must be received by our office no later than 4pm on 09-02-08.

7. Page L2 - Sections C, D, E, F, G, H, and I - What does "incorporate the provisions" of these sections "into the Proposal" mean? I assume this means that the Narrative and Background sections of the Proposal must describe how we will comply with the requirements outlined in each of the sections?

Yes, that is correct. Basically, you are stating you understand the requirements and how you plan to comply with them.

8. Narrative Statement, Attachment A, Form J-1 Program Discharge Summary Profile - This form was not found in the packet? How should we complete it given it is a form we do not currently use?

This is not a form you need to submit with the RFP. You may disregard this form at this time.

9. Background Statement, c. - None of our facilities are required to have regular building inspections. All were inspected and given occupancy permits by the authority having jurisdiction either at the time we moved into the facility or a building underwent subsequent renovations. I do have and will provide the original inspection and/or occupancy permits, but the only regular inspection reports are for inspections completed by the Facilities Manager on a monthly basis. Should we submit the internal inspection reports?

As long as you are in compliance with the requirements of state and local regulations in terms of building inspections, your original inspection and/or occupancy permits should suffice. In addition, if you've had inspections completed by the Bureau of Prisons in the last 18 months, you should include these in your response. You could also outline what your procedure is for conducting inspections monthly by your Facilities Manager. You do not need to provide copies of the monthly internal inspection reports.

10. How many copies of each RFP do I have to submit?

You must submit an original and ONE (1) copy of each RFP. The original RFP letter incorrectly stated you needed to submit an original and two copies.

11. Will all people who have testing be required to drop and be breathalyzed or will it be on an individual basis where some people have to do both and others only one?

It will be on an individual basis. Not all people who have to report for drug testing will require breathalyzing. The Prob 45 will specify what services the officer wants each specific offender to have. There may be some cases where someone will be reporting for PBT's and not urine testing but I think this will be the exception rather than the rule.

12. I see project codes listed in the Statement of Works that are not listed in

Section B. Can I submit a bid for services that are not listed in Section B?

No. The only services you should submit bids on at this time are those listed in Section B. The Statement of Works lists all project codes available per our Administrative Office. We have selected the specific codes we see a need for at this time.

13. For section A. :Looking for clarification on which parts are completed by us and which are done by your office. Do we complete anything prior to #8? According to past forms, it looks like you have returned the a copy with everything in sections 1-7 completed. e.g.. pg numbers in table of contents.

On Section A, the only portions you are required to complete are numbers 11, 12, 13, 14, and 15.

14. Do or would co-pays apply to residential programs or detox?

Yes, we could require defendants/offenders to pay co-pay on any services we contract for. There also may be instances where an individual's private insurance would assist with payment for residential or detox.

15. This year the typed assessment states a requirement to use a diagnostic tool in the evaluation and provides examples in both the MH and SA service such as the SCID-IV and SASSI. Will the use of an instrument be a requirement or is this a matter of having some way to determine an actual diagnosis

As indicated in the RFP, a diagnostic tool will be required for completing assessments. As a system, we are moving toward using Evidence Based Practices. For this reason the Administrative Office is requiring measurable instruments be used when conducting assessments. This is also why we have been and will continue to ask for DSM diagnoses when we request assessments.

16. Is it alright to bid on Manualized Cognitive Behavioral Group (2022) if our agency has not yet gone through the training for MRT?

Yes. You would just need to specify a projected date for completion of this training.

17. 1. Short Term Residential: On UA screens, do you provide materials and are they sent to a specific lab?

We provide the supplies. We use test cups for initial drug screens. Presumptive positives are sent in to Kroll Laboratories for confirmation. We provide all drug testing supplies.

18. Short Term Residential: Are the offenders allowed to work?

No.

19. CBT Groups: Are the maximum per group 12 as in Outpatient SA?

Yes. Although we have found in running MRT groups in the GR area, around 8 participants is ideal.

20. We use Thinking for a Change and this is a "closed" group, that is after the second session no new members are started and wait for the next group to start, usually within two weeks.

Question: Do you want only open groups? Are closed groups ok to run?

We are requiring vendors use Moral Reconition Therapy (MRT) for the Manualized Cognitive Behavioral Group (2022) per Local Language. This is an open group.

21. I cannot find a copy of the GR-47 Drug Admission Statement/or Kroll chain of custody form or how these are used.

The Drug Use Admission Statement (GR-47) is a form created by our office which is used when someone admits drug or alcohol use. The Kroll chain of custody form is used when processing UA samples which need to be send into the laboratory for confirmation. We will provide copies of these forms at the training we hold for new agencies (should be in October).

22. When is the proposed start date of the Contract?

October 1, 2008.